

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD  
OF  
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 23th day of July 2014 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman  
Commissioner Dennis Brochey  
Commissioner Robert B. Cliffe  
Commissioner Wright H. Ellis  
Commissioner Sylvia Virtuoso

EXCUSED: Commissioner James Riester, Vice-Chairman

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1  
John T. Timkey, Chief Operator, NCSD #1  
P. Andrew Vona, Attorney for District  
Robert P. Lannon, CRA Infrastructure & Engineering  
Thomas W. Blodgett, CRA Infrastructure & Engineering  
Anthony J. Nemi, Liaison, Niagara County Legislature  
Suzanne-Marie C. Fulle, NCSD #1  
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the minutes of the June 25, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Sylvia Virtuoso, it was resolved that the following vouchers be paid from their respective accounts:

**FORWARDED**

<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Bytronics	Digging Notifications	34.70
Dig Safely	Digging Notifications	43.00
Frontier	Mapleton Rd PS	52.95
National Fuel	Plant	76.60
National Fuel	Shawnee Rd PS	24.22
National Fuel	Townline Rd PS	125.10

National Grid	Elec Dist. - East Canal PS	1,351.45
National Grid	Elec Dist. - Mapleton Rd	165.18
National Grid	Elec Dist - Moyer Lift	66.86
National Grid	Elec Dist - Plant	7,964.29
National Grid	Elec Dist - Shawnee Road	188.89
National Grid	Elec Dist - Tonawanda Creek Rd PS	465.43
National Grid	Elec Dist - Townline Rd PS	663.33
National Grid	2044 Niagara Falls Blvd (meter)	21.50
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (April 2014)	471.08
Niagara County Public Works	Elec Supply - Mapleton PS (May 2014)	152.89
Niagara County Public Works	Elec Supply - East Canal PS (May 2014)	1,454.26
Niagara County Public Works	Elec Supply - Moyer Lift (May 2014)	91.16
Niagara County Public Works	Elec Supply - Shawnee Rd (May 2014)	168.78
Niagara County Public Works	Elec Supply - Townline Rd (May 2014)	793.24
Niagara County Public Works	Elec Supply - Plant (April & May)	30,112.64
Niagara County Public Works	Elec Supply - Rapids Road (March & April 2014)	1,033.36
QLT	Tonawanda Creek Road PS	13.35
Time Warner	Internet	758.17
Town of Pendleton Water	East Canal Rd PS	109.71
Town of Pendleton Water	Tonawanda Creek Road PS	11.00
Town of Wheatfield Water	Townline Rd PS	102.00
Town of Wheatfield Water	Moyer Lift PS	11.90
Town of Wheatfield Water	Mapleton Rd PS	11.90
Town of Wheatfield Water	Shawnee Rd PS	11.90
Verizon	East Canal	25.44
Verizon	Moyer Lift PS	24.82
Verizon	Plant	140.83
Verizon	Rapids Road PS	24.85
Verizon	Shawnee Rd PS	24.47
Verizon	Tonawanda Creek	29.79
Verizon Wireless	Cellular Phone	65.22

TOTAL

\$ 46,907.28

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste	Sludge Disposal	21,389.06
Allied Waste	Recycling Service	38.09
Andersen Electric Supply	Phone Wall Jack	5.52
Augies	Repair Lawn Tire	26.00
Biotrax	Laboratory Services	110.00

Bison Laboratories, Inc.	Sodium Hypochlorite	2,509.91
Buffalo Courier Services	Delivery Service to Rochester Lab	828.00
Cooper Sign Company, Inc.	Flag for Board Room	189.95
CRA	June Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	2,436.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	14,765.00
CRA	2014 I/I Project (Project #631071)	13,365.00
CRA **	Capital Plan Phase 2 (Project #630806)	15,525.00
CRA	2014 Roof Replacement (Project #631067)	563.72
CRA	SPDES Permit Compliance (Project #631076)	36,265.00
FedEx	Overnight Lab Samples	440.46
Greater Niagara Mechanical, Inc.	Front End Air Conditioning Check	124.50
Greater Niagara Newspaper	Ad for Clarifier Baffle Bids	325.30
Gui's Lumber	Maintenance Supplies	181.71
Isle Chem	Lab Analysis	322.50
JP Industrial Supply	Maintenance Supplies	46.58
K & K Janitorial Service, Inc.	General Cleaning for July 2014	390.00
Kemira	Ferrous Chloride	4,049.18
Koester Associates	Hoses & Lubricant for Polymer Pump	1,618.51
Lozier	Laboratory Services	140.00
Martech Controls	Action Isolator	566.87
Modern Corporation	Dumpsters	174.90
Moley Magnetics	Lube Motor	235.61
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Neenah Foundry	Manhole Cover & Casting	1,805.20
NYSDEC	Hazardous Substance Bulk Storage Applications for Shawnee Rd PS & East Canal PS	250.00
Occustar Inc.	First Aid Training for Employees	1,280.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	103.85
Rexel	Lighted push button (Townline PS), 1/2 amp mini fuses, pvc, clamps	381.48
Ronco	Maintenance Service Agreement	367.50
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Sherwin Williams	Painting Supplies	817.76
Simmers Crane Design & Services	Remove old coupling & Supply & Install Coupling for Gearbox, cover	2,991.00
Staples	Office Supplies	30.24
Superior Lubricants	2 drums of oil for filter feed pumps	1,111.90
Teixeira, Joanne	Travel Mileage	20.83
Vona, P. Andrew	Monthly Retainer-June 2014/Legal Services	2,500.00

Voss, Gary	Reimbursement for Wastewater Operator 3A License Renewal	160.00
Willow Creek Farm	Wood Chips	650.00
WW Grainger Inc	Attack line fire hose, Wrenches, Socket Set, coupler plug, coupler body, air hose , air compressor, safety glasses, air gun black, pilot lights, power cord, pressure switch	3,322.06
<b>TOTAL</b>		<b>\$ 133,448.19</b>

<b>TOTAL FORWARDED</b>	<b>\$ 46,907.28</b>
<b>TOTAL APPROVED O&amp;M</b>	<b><u>133,448.19</u></b>
<b>GRAND TOTAL APPROVED</b>	<b>\$ 180,355.47</b>

This motion was carried.

Review of the June 2014 Financial Report showed an Operation and Maintenance balance of \$8,691,364.79. Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe it was resolved that the Sewer District's June 2014 Financial Report be approved as presented. This motion was carried.

**Communications:**

There is nothing new to report this month.

**Old Business:**

There is nothing new to report this month.

**Chief Operator's Report:**

a. Operations Staffing - Mr. Timkey reported that the District currently has 10 certified operators, the minimum number to maintain full staffing. He stated that it takes up to 5 years for a new hire to acquire their full 3A certification. Mr. Timkey stated that there is one District Operator retirement anticipated in spring of 2015, and two other operators with over 36 years of service. Mr. Timkey is requesting board approval to hire a Waste Water Treatment Plant Operator Trainee (County) off the Niagara County Civil Service List.

Upon motion duly made by Wright H. Ellis and seconded by Sylvia Virtuoso it was resolved that

the Administrative Board of Niagara County Sewer District #1 hereby gives John Timkey approval to advertise for the position of Waste Water Treatment Plant Operator Trainee (County) off the Niagara County Civil Service List. This motion was carried.

b. Alfa Laval Centrifuge Controls Upgrade- Mr. Timkey reported that he has received quotes for the upgrade, and will review the qualifications of the apparent low bidder before presenting a recommendation to the board at the August board meeting.

**Administrative Director's Report:**

a. Sludge Hauling & Disposal Bid - Mr. Hahn reported that the District's contract with Allied Waste for Sludge Hauling and Disposal expires September 30, 2014. Mr. Hahn presented to the board the a copy of the 2011 bid with indicated proposed updates by the board's attorney, Andrew P. Vona. Mr. Hahn also presented to the board the proposed Sludge Hauling and Disposal 2014 bid packet which includes these changes which will be scheduled to be advertised by Tuesday, July 29th and a closing date of Wednesday, August 20th. Mr. Hahn requested board approval of the proposed 2014 Sludge Hauling & Disposal bid packet and to advertise the bid.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts approval of the 2014 Sludge Hauling & Disposal Bid packet and authorizes the Administrative Director to advertise for bids for the 2014 Sludge Hauling and Disposal bid. This motion was carried.

b. Budget - Mr. Hahn handed out a copy of his tentative 2015 to the Board. He stated that the budget is to be completed by early September. He stated that his budget contains a 1% increase from the 2014 budget and that he has historically proposed a budget which has been .5% under the rate of inflation. Mr. Hahn reported that the tentative budget includes bonding filter feed and backwash improvements and WPCC process water tank improvements. He stated that he took monies from the operations maintenance budget line (which had included a waste water truck) and included these monies toward the capital projects.

Mr. Hahn reported that past bonding will be paid off in 2019 and that we will be able to substitute that spending for new spending.

Mr. Smith asked if staff spending is increased. Mr. Hahn replied that steps have been reinstated and raises are contingent on the county being under the tax cap. Mr. Smith asked that Mr. Hahn add an increase for non-union salaried employees, as of July 1, 2014 these employees had begun a mandatory payment of 10% of their healthcare plan cost to the county. Mr. Smith also raised the issue of the new healthcare cadillac tax which is a 40% surcharge increase starting in 2008 which every employer has to pick up and that the District will need to know how the surcharge will affect our budget. Mr. Smith stated that looking forward a healthcare plan which complies with Obamacare will be a necessary choice for all employees.

Mr. Hahn also reported that work sheets are attached to his tentative budget which propose certain county charges which he did not have yet. Mr. Hahn should have these numbers when he turns in his budget the 2nd Monday in September.

c. Wet Well - Mr. Hahn distributed a letter to the commissioners from Linda F. Reibsome Dodge, Certified Industrial Hygienist, MS, CIH, CSP and Donald Wolf, Environmental Technician of CRA describing observations and conclusions from a plant site visit conducted on July 17, 2014 concerning the influent wet well screening room. The visit included: a tour of the work area, a discussion with Mr. John Timkey and Mr. Anthony Hahn about the applicable work procedures, training, and the personal protective (PPE) required to be worn by employees when changing the screening bags. After their inspection, site visit, and review of the current work practices and required PPE indicate that changing the debris bag does not pose an inherent health hazard to individuals performing the job task.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the letter dated July 22, 2014 (indicated as draft) from Linda F. Reibsome Dodge, Certified Industrial Hygienist, MS, CIH, CSP and Donald Wolf, Environmental Technician of CRA summarizing the site visit to the Niagara County Sewer District #1, Niagara Falls, NY concerning the District's wet well determining that changing the debris bag does not pose an inherent health hazard to individuals performing the job task. This motion

was carried.

d. Negotiations & Distribution Calculation - Mr. Hahn reported that he did a break down for the commissioners regarding the number of connections per the last annual I/I report (2011) and allocations based Assessment & EDU's (2014 Budget). He presented these numbers to the board. A discussion followed regarding the annual I/I program funding breakdown per Member Town. Mr. Smith stated that at some point the smaller individual town projects will be completed and that more monies will be allocated to larger District-wide I/I projects. Mr. Blodgett stated that the District's CMOM program under the existing SPDES permit allows the District some flexibility. He further stated that an annual review of the Districts programs is required as part of the CMOM program, and that changes and modifications can be made based on the success of certain programs. Mr. Blodgett further noted that the first annual review and report to the NYSDEC is due in February of 2015. At that time, the funding given to each program may be changed from the current allocations to another distribution as determined beneficial by the Board. Mr. Smith stated that for the current and next budget year the allocations should remain unchanged; however, a revisit of the topic based on the annual CMOM review in February may prompt further discussion for future allocations.

#### **Engineering Report:**

1. General Retainer (CRA Project No. 630191)
  - Miscellaneous requests and reviews ongoing under Phase 40 and SCADA support services
  - Pendleton/Cambria/Lockport Interceptor Extension assistance (CFA Application and SEQR)
  - Electrical review/Demand response – electrical site visits, generator to power entire WPCC
  - Wet well review by CRA Health and Safety staff
  - **BOARD ACTION REQUESTED – Discuss SEQR for Int. Ext., Wet Well**

Mr. Lannon stated that a budgetary estimate to perform the environmental review for the Interceptor Extension Project would be approximately \$15,000 (including costs associated with completing a Phase 1A and 1B archeological survey). This cost does not include additional environmental items that could possibly be required including an environmental impact statement, traffic

study, etc. The archeological survey process would cost approximately \$10,000, and the engineering costs would be approximately \$5,000 to complete the SEQR long form and associated coordinated review. Mr. Cliffe asked if the District does not get awarded the grant, would the project go forward? Mr. Smith stated that in his opinion that the District should wait until we hear if we received the 80/20 grant.

Mr. Lannon also stated that the wet well issue was covered by Mr. Hahn during his report to the board.

2. Capital Plan Phase 2 (CRA Project No. 630806)
  - R.O.W Clearing Contract – work is complete. Contract closeout and final payment being processed
  - **BOARD ACTION REQUESTED – None**
3. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
  - Next steps, implementation and schedule for approved plan
  - **BOARD ACTION REQUESTED – None**
4. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
  - Waiting on equipment lead time/delivery for construction
  - **BOARD ACTION REQUESTED – None**
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5. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
  - Notice to Proceed issued on July 11, 2014. Preconstruction meeting held July 18, 2014
  - **BOARD ACTION REQUESTED – None**
6. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
  - Field inspections and database work continuing
  - **BOARD ACTION REQUESTED – None**
7. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
  - Clarifier baffle bids received July 16, 2014. Three bids received with Empire State Mechanical the low bidder at \$197,000. Flow Study Work Plan/Mercury Minimization Program work ongoing
  - **BOARD ACTION REQUESTED – Recommend Award of Contract to Empire State Mechanical**



Mr. Lannon supplied to the board a letter dated July 21, 2014 referencing the three bids received for the Clarifier Baffle Improvement project. Mr. Lannon stated that the lowest bid received was from Empire State Mechanical Contractors, Inc. located in Palmyra, N.Y., was in the total amount of \$197,000.00 and was within the projected amount estimated to the board. Mr. Lannon recommended to the Board that they award the bid of the Clarifier Baffle Improvement Project in the total amount of \$197,000.00 to Empire State Mechanical Contractors Inc.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby award the Clarifier Baffle Improvement Project to Empire State Mechanical Contractors, Inc. in the total bid amount of \$197,000.00. This motion was carried.

**Attorney's Report:**

Mr. Vona stated that there was nothing new to report this month.

**New Business:**

There is nothing new to report this month.

**Adjournment:**

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey the meeting adjourned at 4:18 p.m.